

Opening Date: 10/13/2014
Closing Date: Open Until Filled
Work Location: Austin, Texas
Monthly Salary: \$3,914.66 - \$4,747.91
Posting Number: 15-08
Group/Class: B17/1733
Travel: 0%
Division: O&A/Human Resources
Number of Positions: 1
Position No: 1164

JOB VACANCY NOTICE

Human Resources Generalist (HR Specialist III)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Performs complex (journey-level) human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Work involves assisting with the administration of several HR programs to include policy, reporting, performance appraisals, New Employee Orientation, recruitment and staffing, and classification and compensation to ensure compliance with statutes and regulations. Reports directly to the Director of Human Resources with minimal supervision and extensive latitude in the use of initiative and independent judgment.

Essential Job Functions

- Provides senior level consultative and technical HR assistance to all TWDB employees and serves as the senior HR Generalist.
- Assists, guides, recommends, and interprets policy to TWDB staff regarding human resources matters.
- Creates and updates reports to track master staffing, turnover, and related HR information; Responsible for all human resources reporting responses to CPA, SORM, SAO, ERS, TWC and OAG.
- Conducts New Employee Orientation and exit interviews; processes New Hire and Separation Paperwork; administers personnel action processing, leave accounting in eTSS, data entry in USPS and reporting using FMQuery.
- Serves as the agency's Benefits Coordinator, enters all benefits data in ERSONline, and coordinates Open Enrollment.
- Serves as the agency's Workers' Compensation Claims Coordinator.
- Interprets state and federal laws to include Family Medical Leave Act (FMLA), ADA, Sick Leave Pool, Extended Sick Leave and special leave policies, laws, and regulations for all TWDB employees.
- Administers and updates the TWDB Employee handbook; establishes TWDB HR processes, systems and procedures.
- Processes verifications of employment and prior state service requests.
- Recruits qualified candidates and assists in the TWDB selection process to include creating job descriptions and job posting documents, interfacing with hiring managers, providing technical assistance and guidance in the recruitment, interview and selection process, and interpreting interview and selection policies, procedures and best practices.
- Conducts classification audits and determines Federal Leave Standard Act (FLSA) status, conducts salary surveys, provides guidance and recommendation on promotions, demotions, reclassification, transfers, separations and merit increases.
- Serves as the subject matter expert on performance plans and appraisals; reviews performance plans to ensure criteria is measurable and objective.
- Gathers and analyzes data for assigned projects.
- Provides technical assistance for all discipline actions.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number: 15-08

- Ensures compliance with state and federal laws including EEO criteria, FLSA, and all TWDB personnel policies and procedures.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in human resource management, business administration, organizational development, or a related field.
- Three years of experience in gathering, compiling and analyzing HR data and reports, performance appraisals, New Employee Orientation, benefits, recruitment and staffing, HR policies and procedures.
- Human Resource experience in Texas state government.
- Education may be substituted for experience on a year for year.

Preferred Qualifications

- PHR/SPHR certification.

Knowledge, Skills, and Abilities

- Ability to communicate effectively in person, on the phone, and in writing.
- Ability to provide good customer service.
- Ability to work and collaborate with others.
- Knowledge of the principles and practices of human resource management.
- Knowledge of the classification and compensation principles and practices.
- Knowledge of federal, state statutes and regulations regarding Human Resources.
- Ability to work with individuals of diverse backgrounds.
- Ability to maintain harmonious working relationships.
- Ability to function as a member of a team.

Remarks

- Copy of required academic transcripts must be submitted at the time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.